

DELAWARE DEPARTMENT OF JUSTICE JOB OPENING

Opening Date: August 7, 2020

Closing Date: August 14, 2020

PARALEGAL **Criminal Division, Special Victims Unit** **Kent County**

Job Responsibilities and Duties:

This Paralegal will provide general paralegal support to Deputy Attorneys General in the Special Victims Unit, Criminal Division, in Kent County. This Paralegal's duties include researching, preparing and processing legal documents for the Deputy Attorneys General and responsible for various paralegal duties in preparation of cases for trial. This Paralegal prepares and coordinates the issuance of subpoenas; organizes files for prosecution, redacts video and audio taped statements for court, reviews cases to identify witnesses and potential evidentiary needs at trial. This Paralegal will also assist the prosecutors in the creation of various visual aids that may be needed for court presentation. This Paralegal will also represent the Sex Crimes Unit at monthly CAC meetings; prepare and coordinate the monthly CAC and Intake schedule for the Deputy Attorneys General, and on occasion will perform intakes for the Deputies. Also, on occasion, if there is overflow of work duties, this Paralegal may be assigned to provide paralegal support on some homicide cases. This Paralegal must demonstrate good organizational and computer skills and be able to work accurately and independently within strict time frames with a minimum of direct guidance and supervision.

Minimum Qualifications:

Five (5) years of employment with the Department of Justice in a similar capacity **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school.

Internal applicants should submit an updated résumé or summary of work experience to the Director of Human Resources.

External applicants should submit a résumé, a State Application, and a writing sample to the Delaware Department of Justice, Human Resources, 820 N. French Street, Sixth Floor, Wilmington, DE 19801, or E-mail to DOJHR@delaware.gov, or Fax to 302-577-5866. EOE.